

# Comparisons of Job Characteristics

**Focus Occupation:** [Word Processors and Typists \(43-9022\)](#)

**Associated Occupation:** [Data Entry Keyers \(43-9021\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 95

**Focus Occupation:** Word Processors and Typists (43-9022)

**Associated Occupation:** Data Entry Keyers (43-9021)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Clerical	7.3	19.0	22.3	>>	Current knowledge level is likely more than sufficient
Customer and Personal Service	11.3	15.8	13.0	<	Expanded education and/or training may be required
Computers and Electronics	8.4	11.9	9.7	<	Expanded education and/or training may be required
Economics and Accounting	4.4	7.5	4.7	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 90

**Focus Occupation:** Word Processors and Typists (43-9022)

**Associated Occupation:** Data Entry Keyers (43-9021)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Reading Comprehension	10.7	11.9	10.0	<	A higher skill level may be required
Programming	2.2	3.5	2.1	<<	Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Abilities

Similarity of Focus Occupation to Associated Occupation: 92

**Focus Occupation: Word Processors and Typists (43-9022)****Associated Occupation: Data Entry Keyers (43-9021)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Near Vision	11.1	13.8	13.9	0	Current ability level may be sufficient
Finger Dexterity	7.6	13.2	7.6	<<	Extensive improvement in abilities may be required
Written Comprehension	11.0	12.2	11.6	0	Current ability level may be sufficient
Speech Recognition	9.9	11.5	9.8	<	Some improvement in abilities may be required
Oral Comprehension	12.5	10.7	10.8	0	Current ability level may be sufficient
Information Ordering	9.9	10.4	9.3	<	Some improvement in abilities may be required
Wrist-Finger Speed	3.2	10.4	10.0	0	Current ability level may be sufficient
Oral Expression	12.4	9.7	9.6	0	Current ability level may be sufficient
Perceptual Speed	7.4	9.7	8.1	<	Some improvement in abilities may be required
Flexibility of Closure	7.8	9.6	5.5	<<	Extensive improvement in abilities may be required
Speed of Closure	5.9	7.6	4.5	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 92

**Focus Occupation: Word Processors and Typists (43-9022)****Associated Occupation: Data Entry Keyers (43-9021)**

Work Activities	Exclusivity of Activity
Examine documents for completeness, accuracy, or conformance to standards	64
Fill out business or government forms	42
Load tapes, disks or paper into computers or peripherals	89
Maintain records, reports, or files	5
Operate scanner	81
Perform typing or data entry for extended duration	89
Route computer output to specified users	95
Transcribe spoken or written information	74
Use computers to enter, access or retrieve data	3
Use word processing or desktop publishing software	17

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: n/a

**Focus Occupation: Word Processors and Typists (43-9022)**

**Associated Occupation: Data Entry Keyers (43-9021)**

Tools and Technologies	Exclusivity
Tools and technology data is unavailable for one or both occupations.	

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.